



*Solicitation Information  
January 15, 2013*

RFP# 7459248

**TITLE: Department of Public Safety – Medical Services**

**OPENING DATE AND TIME: February 12, 2013 at 11:00 AM (EST)**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [gail.walsh@purchasing.ri.gov](mailto:gail.walsh@purchasing.ri.gov) **no later than January 29, 2013 at 12 Noon.** Please reference the LOI / RFP # on all correspondence. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

**Gail Walsh  
Chief Buyer**

**Vendors must register on-line at the State Purchasing Website at  
[www.purchasing.state.ri.us](http://www.purchasing.state.ri.us).**

**NOTE TO VENDORS:**

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

## **Rhode Island Department of Public Safety – Medical Services**

### **Section 1. Introduction**

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Department of Public Safety is soliciting proposals from qualified medical professionals to provide medical services, as described elsewhere herein, and in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at <http://www.purchasing.ri.gov>.

This is a Request for Proposals, not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the proposal; there will be no public opening and reading of responses received by the Office of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

Potential offerors are advised to review all sections of this Request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division of Purchases.

It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

## **Rhode Island Department of Public Safety – Medical Services**

Offerors are advised that all materials submitted to the State for consideration in response to this Request for Proposals will be considered to be Public Records, as defined in Title 38 chapter of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request once an award has been made.

Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state unit it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the successful vendor(s).*

Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) - §28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090 or [Raymond.lambert@hr.ri.gov](mailto:Raymond.lambert@hr.ri.gov).

The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8253, visit the website at [www.mbe.ri.gov](http://www.mbe.ri.gov) or contact [charles.newton@doa.ri.gov](mailto:charles.newton@doa.ri.gov).

### **SECTION 1 - INTRODUCTION**

The Department of Public Safety is soliciting proposals from qualified physicians, medical practices, and other qualified entities to provide medical services as described elsewhere herein, and in accordance with the terms of this Request and the State's General Conditions of Purchase.

This is a Request for Proposals, not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening or reading of responses received by the Department of Public Safety pursuant to this Request.

**TYPE OF CONTRACT:** Blanket engagement for services as needed against a table of fees for specific services rendered.

**PERIOD(S) OF PERFORMANCE:** March 1, 2013 – February 29, 2016, renewable at the exclusive option of the State for a maximum of two (2) twelve-month terms.

**The State of Rhode Island reserves the right to award to one or more healthcare providers.**

## **Rhode Island Department of Public Safety – Medical Services**

### **SECTION 2 – BACKGROUND AND PURPOSE**

#### **BACKGROUND:**

The Department of Public Safety – The Rhode Island State Police has two hundred and twenty-four (224) sworn troopers, each of whom is required to have an in-service re-enlistment physical examination once every three years (or an average of fifty examinations each calendar year). Additionally, there is a requirement to provide examinations for as many as seventy-five (75) recruits each year, as needed.

The Department of Public Safety – The Division of Sheriffs is conducting a 2013 Recruit Training Academy and there is a requirement to provide examinations for as many as seventy-five (75) recruits each year, as needed.

#### **GENERAL PURPOSE:**

The purpose of this Request for Proposals is to solicit offers and to select a physician, practice, medical group, or other provider to provide the required physical examinations, plus other medical testing as may be indicated or required and to act as a consulting physician to the State Police. The State of Rhode Island reserves the right to award to one or more healthcare providers.

### **SECTION 3 – SCOPE OF WORK**

#### **GENERAL DESCRIPTION:**

#### **THE RHODE ISLAND STATE POLICE - SWORN PERSONNEL (RE-ENLISTMENT EXAM):**

THE BASIC SCOPE OF SERVICE SHALL BE A STANDARD IN-SERVICE PHYSICAL EXAMINATION, CONSISTING OF THE FOLLOWING:

1. COMPREHENSIVE OCCUPATIONAL AND MEDICAL HISTORY;
2. PHYSICAL ASSESSMENT, INCLUDING PALPATION OF THE LUNGS, EXAMINATION FOR ABDOMINAL MASSES, AND NOTATIONS OF REDUCTIONS IN MUSCLE TONE AND NOTATION OF ALL PHYSICAL DEFECTS (SPECIFICALLY, AN ILLNESS OR INJURY THAT WOULD IMPAIR OR PREVENT THE INDIVIDUAL'S FULL PERFORMANCE OF THE NORMAL DUTIES OF A RHODE ISLAND STATE TROOPER);
3. DOCUMENTATION OF VITAL STATISTICS (HEIGHT, WEIGHT, BLOOD PRESSURE, ETC.);
4. COMPLETE AUDIOGRAM (500-8,000 HZ);
5. COMPLETE BINOCULAR VISION EXAMINATION (COLOR, NEAR DISTANCE, DEPTH PERIPHERAL);
6. STANDARD TWELVE-LEAD ELECTROCARDIOGRAM, WITH INTERPRETATION;
7. CHEST X-RAY;
8. LIPID PROFILE;
9. GLUCOSE BLOOD TEST – (FASTING)

**Rhode Island Department of Public Safety – Medical Services**

**THE RHODE ISLAND STATE POLICE AND THE DIVISION OF SHERIFFS RECRUIT ENLISTMENT PHYSICALS**

THE BASIC SCOPE OF SERVICE SHALL BE A STANDARD IN-SERVICE PHYSICAL EXAMINATION, CONSISTING OF THE FOLLOWING:

1. COMPREHENSIVE OCCUPATIONAL AND MEDICAL HISTORY;
2. PHYSICAL ASSESSMENT, INCLUDING PALPATION OF THE LUNGS, EXAMINATION FOR ABDOMINAL MASSES, AND NOTATIONS OF REDUCTIONS IN MUSCLE TONE AND NOTATION OF ALL PHYSICAL DEFECTS (SPECIFICALLY, AND ILLNESS OR INJURY THAT WOULD IMPAIR OR PREVENT THE INDIVIDUAL'S FULL PERFORMANCE OF THE NORMAL DUTIES OF A RHODE ISLAND STATE TROOPER);
3. DOCUMENTATION OF VITAL STATISTICS (HEIGHT, WEIGHT, BLOOD PRESSURE, ETC.);
4. COMPLETE AUDIOGRAM (500-8,000 HZ);
5. CHEMICAL & BIOLOGICAL SCREENING (C.B.C., URINALYSIS WITH MICRO);
6. LIPID PROFILE;
7. COMPLETE BINOCULAR VISION EXAMINATION (COLOR, NEAR DISTANCE, DEPTH PERIPHERAL);
8. STANDARD TWELVE-LEAD ELECTROCARDIOGRAM, WITH INTERPRETATION;
9. CHEST X-RAY AND RADIOLOGICAL REPORT;
10. URINE TOXICOLOGY SCREEN (THC, OPIATES, COCAINE, PCP, METHAMPHETAMINES)
11. URINE STEROID SCREEN
12. HAIR TESTING (PER ATTACHED SPECIFICATIONS)
13. GLUCOSE BLOOD TEST – (FASTING)

The examination may be expanded under the following conditions:

Where the individual is classified as a firearms trainer, to include a test for serum lead level.

ADDITIONALLY, THE FOLLOWING TESTS/SERVICES MAY BE REQUESTED BY THE DIVISION OR PROVIDED AT THE DISCRETION OF THE PHYSICIAN:

1. SERUM LEAD LEVEL
2. PULMONARY FUNCTION, WITH INTERPRETATION
3. ADMINISTERING OF HEPATITIS B VACCINATIONS - (INITIAL AND SUBSEQUENT VACCINATIONS);
4. GENERAL OFFICE VISIT (TO TREAT/DIAGNOSE DUTY RELATED INJURY OR ILLNESS)
5. HEPATITIS B ANTI-BODY TEST (one time for each member unless retesting needed after Hepatitis vaccination and/or booster.)
6. TETANUS BOOSTER (once every 10 years)

Finally, the consulting physician will make recommendations for additional or specialized medical treatment, and referrals as requested by the Rhode Island State Police or the Division of Sheriffs.

## Rhode Island Department of Public Safety – Medical Services

### REQUIREMENTS:

The provider shall perform all examinations and testing, and provide written reports (including interpretations, evaluations, and recommendations) to the Department of Public Safety within ten (10) working days of examination.

### QUALIFICATIONS:

1. The provider shall be (or shall employ) board-certified physicians licensed to practice medicine in the State of Rhode Island.
2. The provider shall have available, a female physician for the examination of female troopers, if requested.
3. The examination services covered by this request will be conducted by a physician or where permitted by a qualified paraprofessional.
4. **The provider must be a participating provider with United Healthcare.**

### SECTION 4 – PROPOSAL SUBMISSION

Pre-Proposal Questions concerning this solicitation may be e-mailed to the Division of Purchases in accordance with the terms and conditions expressed on the cover page of this solicitation. Questions received, if any, will be posted on the website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information and track the website for information and addendums. For computer technical assistance, call the Help Desk at 222-3766 or [Lynda.moore@doit.ri.gov](mailto:Lynda.moore@doit.ri.gov).

Interested offerors may submit proposals to provide the services covered by this RFP on or before the date and time listed on the cover page of this solicitation. Proposals received after this time and date will not be considered. The official time clock is in the reception area of the Division of Purchases.

Proposals must include the following:

1. A completed and signed R.I.V.I.P. generated Bidder Certification Cover Form downloaded from the Division's website.
2. An original (marked "Original") plus six (6) copies of a **signed, sealed, and separate** Cost Proposal reflecting the hourly rate, fixed fee, or other fee structure, proposed for this scope of services.
3. An original (marked "Original") plus six (6) copies of a *separate* Technical Proposal describing the background, qualification, and experience with and for similar programs, as well as the workplan or approach proposed for this requirement. This section shall describe the offeror's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed, and the details with respect to scheduling. Where appropriate, the Technical Proposal may include a discussion of qualifications of specific staff members, their responsibilities, and assignment.
4. A completed and signed W-9 form downloaded from the Division of Purchases website.

## **Rhode Island Department of Public Safety – Medical Services**

5. In addition to multiple hard copies of proposals required, vendors shall provide one (1) copy of their technical proposal and one (1) copy of their cost proposal in electronic format (CD-ROM). Microsoft Word/Excel or PDF format is preferable.

The Technical Proposal must contain the following sections:

- Executive Summary

The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the offeror's technical approach and ability.

- Offeror's Organization and Staffing

This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each (as well as resumes, curricula vitae, or statements of prior experience and qualification).

- Workplan/Approach Proposed

This section shall describe the offeror's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed, and a workplan for accomplishing the results proposed. The description of approach shall discuss and justify the approach proposed to be taken for each task, and the technical issues that will or may be confronted at each stage on the project. The workplan description shall include a detailed proposed project schedule (by task and subtask), a list of tasks, activities, and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and the attributable deliverables for each.

- Previous Experience and Background

This section shall include the following information:

A comprehensive listing of similar projects and undertaken and/or similar clients served, including a brief description of the projects,

A description of the business background of the offeror (and all subcontractors proposed), including a brief description of their financial position, history of the firm. And

## **Rhode Island Department of Public Safety – Medical Services**

The offeror's status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Administration, and/or a sub contracting plan which addresses the State's goal of ten per cent (10%) participation by MBE's in all State. For information contact Charles Newton, MBE OFFICER, at (401) 574-8253 or [charles.newton@doa.ri.gov](mailto:charles.newton@doa.ri.gov).

Proposals (an original plus six copies of the Technical Proposal and an original plus six copies of the Cost Proposal) should be mailed or hand delivered in a sealed envelope marked "**RFP #7459248: The Department of Public Safety – Medical Services**" to:

RI Department of Administration  
Division of Purchases, 2nd Floor  
One Capitol Hill  
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed to the Division of Purchases will not be considered.

***The State reserves the right to accept any proposal as offered, and to reject any or all proposals.***

Notwithstanding the foregoing, the State reserves the right to award on the basis of cost alone, to accept or reject any, or all, options, bids, proposals and to act in its best interest..

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The Technical Review Sub-Committee will present written findings, including the results of all evaluations, to the Purchasing Agent, or his designee, who will make the final selection for this requirement.



**SECTION 5 – EVALUATION AND SELECTION**

Proposals received in response to this request will be evaluated and scored using the following criteria:

Staff Qualifications

Capability, Capacity, and Qualifications of the Offeror

Suitability of Approach/Methodology

This level of evaluation will be assigned 50% of the total evaluation weight. Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to exercise considerable discretion in judging which proposal is most responsive and best serves their needs.

The balance of the evaluation weight will be assigned to cost based on the rate(s) or fee(s) submitted for consideration.

**Rhode Island Department of Public Safety – Medical Services**

**COST PROPOSAL SUMMARY  
REQUEST FOR PROPOSALS  
MEDICAL SERVICES**

**SWORN PERSONNEL (Re-enlistment Physical)**

OFFEROR: \_\_\_\_\_

UNIT PRICE

STANDARD PHYSICAL EXAMINATION – (Items 1-9) \$\_\_\_\_\_

1. Comprehensive occupational and medical history;
2. Physical assessment, including palpation of the lungs, examination for abdominal masses, and notations of reductions in muscle tone and notation of all physical defects (specifically, an illness or injury that would impair or prevent the individual's full performance of the normal duties of a Rhode Island State Trooper);
3. Documentation of vital statistics (height, weight, blood pressure, etc.);
4. Complete audiogram (500-8,000hz);
5. Complete binocular vision examination (color, near distance, depth peripheral);
6. Standard twelve-lead electrocardiogram, with interpretation;
7. Chest X-ray;
8. Lipid profile.
9. Glucose Blood Test – (fasting)

NOTE: OFFERS MAY ALSO SUBMIT RATE/FEE SCHEDULES FOR CONSIDERATION.

OFFEROR'S OR AUTHORIZED AGENT'S SIGNATURE: \_\_\_\_\_

\_\_\_\_\_  
Date

**Rhode Island Department of Public Safety – Medical Services**

**COST PROPOSAL SUMMARY  
REQUEST FOR PROPOSALS  
MEDICAL SERVICES**

**RECRUIT ENLISTMENT PHYSICALS**

OFFEROR: \_\_\_\_\_

UNIT PRICE

STANDARD PHYSICAL EXAMINATION – (Items 1-11) \$\_\_\_\_\_

1. Comprehensive occupational and medical history;
2. Physical assessment, including palpation of the lungs, examination for abdominal masses, and notations of reductions in muscle tone and notation of all physical defects (specifically, an illness or injury that would impair or prevent the individual's full performance of the normal duties of a Rhode Island State Trooper);
3. Documentation of vital statistics (height, weight, blood pressure, etc.);
4. Complete audiogram (500-8,000hz);
5. Chemical & Biological Screening (C.B.C., Urinalysis with Micro);
6. Lipid Profile;
7. Complete binocular vision examination (color, near distance, depth peripheral);
8. Standard twelve-lead electrocardiogram, with interpretation;
9. Chest X-ray and radiological report;
10. Urine toxicology screen (THC, opiates, cocaine, PCP, methamphetamines
11. Urine steroid screen
12. Hair Testing (per attached specifications).
13. Glucose Blood Test (fasting)

NOTE: OFFERS MAY ALSO SUBMIT RATE/FEE SCHEDULES FOR CONSIDERATION.

OFFEROR'S OR AUTHORIZED AGENT'S SIGNATURE: \_\_\_\_\_

\_\_\_\_\_  
Date

**Rhode Island Department of Public Safety – Medical Services**

**COST PROPOSAL SUMMARY**

**REQUEST FOR PROPOSALS**

**MEDICAL SERVICES**

**MEDICAL SERVICES**

OFFEROR: \_\_\_\_\_

UNIT PRICE

GENERAL OFFICE VISIT \$ \_\_\_\_\_  
(Occasionally, the Division will require an office examination of a sworn member or recruit to treat or diagnose a duty-related illness or injury.)

GENERAL MEDICAL CONSULTATION \$ \_\_\_\_\_ P/HOUR

ADMINISTERING OF HEPATITIS B VACCINE

(Initial Vaccine and subsequent Vaccine Requirements) \$ \_\_\_\_\_

PULMONARY FUNCTION TEST WITH INTERPRETATION \$ \_\_\_\_\_

HEPATITIS B ANTI-BODY TEST (ONE TIME FOR EACH MEMBER UNLESS RETESTING NEEDED AFTER HEPATITIS B VACCINATION AND/OR BOOSTER.) \$ \_\_\_\_\_

TETANUS BOOSTER (ONCE EVERY 10 YEARS) \$ \_\_\_\_\_

TEST FOR SERUM LEAD level \$ \_\_\_\_\_

OFFEROR'S OR AUTHORIZED AGENT'S SIGNATURE: \_\_\_\_\_

\_\_\_\_\_  
Date